

**CITY OF NEW ORLEANS
CIVIL SERVICE FORM
EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS**

Please complete this form and attach the posted job announcement and verifiable documentation of extraordinary qualifications, experience, and/or credentials. If it is a provisional employee, please submit a prior announcement. Make sure you have vetted the candidate pool to determine how many candidates possessed extraordinary qualifications. Please keep a copy for your records and send a copy of the form to the Civil Service department for the employee's official personnel file. Do not enter this increase in ADP until you have filled out this form.

Appointing Authority Name: Charlotte M. Parent, RN, MCHM

Appointing Authority Department: Health

Appointing Authority Phone Number: 504-658-2515

Appointing Authority E-mail: cmparent@nola.gov

EMPLOYEE INFORMATION

Name of Employee with Extraordinary Qualifications:

Current Class (if current employee):

Proposed Class: CC5138 – Public Health Nursing

Clinic Supervisor

Is this a promotion or a new hire? *New Hire* What is the new job class?

JOB POSTING & APPOINTMENT

Duration of job posting: 2/2015

How position was advertised: *civil service*

postings, indeed.com, nolaworks and other professional partners.

Date of appointment: TBD

Type of appointment (provisional, etc.): *classified*

Detailed position description: See attached

QUALIFICATIONS

1. How many applicants were on the eligible list? One How many of them possessed this extraordinary qualification (described below)? *One*

2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):

Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) RN License	<i>Bachelor's Degree In Nursing</i>	Lander University, Greenwood, SC
2) 4 years experience	<i>10 years experience</i>	Any increase in patient care experience leads to better pt. outcomes
3) 1 year supervisory experience	<i>5 years supervisory experience</i>	Tulane Medical Center - Charge Nurse in SICU

3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate: *The years of experience as an RN and as a supervisor at a quality facility are difficult to recruit for as most people would not leave this positions easily. We have been unable to attract RN's without Advanced Practice Degrees to work in our inner city facility. Advanced practice nurses also command much higher rates of pay and are beyond the qualifications we are seeking for this position. Several persons inquired, but did not meet residency requirements and unwilling to move into the city, so they did not complete the formal process with civil service.*

4. How are the duties of the position relevant to the advanced qualification?
RN experience is key to working with the high risk population we serve. An RN with increased experience would be the preference. Ms. Davis's 5 years of supervision experience is extremely important as we continue to experience turnover in the clinic and a consistent leader with several years' experience would be a positive to help provide consistent direction and leadership.
5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis. *The hiring of an experienced RN who has worked with the clientele we service (by virtue of the location of her current place of employment and interview) will help us to retain her as the supervisor for the program. For the cost of \$70,643 + benefits we will be able to provide supervision to the clinic that provides over 6,000 patient visits to the community, and supervision of 7 FTE's for the program including professional staff.*
6. List other departmental employees in this classification. Do they also possess the exceeded qualification and is it job related? Please attach copies of this form for people with the same or equivalent extraordinary qualifications. *There are no other employees in this classification.*

Rate granted (in steps; % must be in increments of 1.25): *Requesting that salary of \$70,643.1447 be granted (12.5% above base).*

Appointing Authority Signature: _____

Charlotte M. O'Neil